

JAILER I

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses entrance level positions in the operation of the city jail. Employees of this class maintain the safety and security of the jail facility and of any prisoners in the jail, attend to any medical needs of prisoners, and keep simple records of jail operations. Employees in the class of Jailer II directly supervise employees of this class by providing general instructions and assistance in any unusual or difficult tasks required. Routine work is performed independently. The class of Jailer I is non-supervisory in nature, although jailers may be required to give instructions to prisoners. This class ranks directly below that of Jailer II.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Counts prisoners in the jail facility.

Searches prisoners who are brought to jail to discover weapons or contraband; secures all personal property of arrested person; places prisoner in jail cell and secures cell; maintains all necessary safety precautions in and around jail facility; operates and inspects security devices;

Checks medical records to see if any prisoner needs medication and administers medicine; administers first aid; calls physician or notifies supervisor to call physician if any prisoner appears to need medical attention; assists nurse or doctor who comes to jail to provide medical attention to inmates.

Performs shakedowns to discover and confiscate contraband; inspects all packages and mail to inmates to confiscate any contraband; watches prisoners and visitors to prevent smuggling of contraband, attempts to escape, etc.

Drives a vehicle to transport inmate(s) to and from hospital (or other medical facility) or to and from other correctional institutions.

Fills out and keeps records such as tally cards (list of each prisoner, cell number, sex, race, etc.), medical records for each prisoner, records of all telephone calls and results of calls, records of any contraband items seized in the jail,

records of receipt and release of prisoners, bonds, records of personal property of arrested persons, records of visitors.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess a valid driver's license.

Must be not less than twenty-one (21) years of age.

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